

● ● ● Integrated Catholic Online Network

ePotential Principal Guide: Getting Started



1. What is ePotential?



The ePotential Teacher ICT (Information and Communication Technologies) Capabilities Survey was developed to address the need for teachers and schools to have a benchmark of their ICT capabilities, and to provide teachers with resources for their ongoing professional learning in ICT.

For more information please refer to the [ePotential Overview](#)

2. How can ePotential benefit my school?

Teachers can use the survey results and ePotential survey and resources to target and improve their ICT capabilities to support powerful learning and teaching.

Principals can generate reports to target key areas for developing and strengthening the use of ICT to support powerful learning and teaching.

If staff have completed the survey more than once, they can compare their results to view improvements over time.

ePotential can be used by staff and schools to prepare for ICON initiatives. ePotential is a section of the “[Prepare Staff](#)” section of [ICON School Readiness](#) within CEVN.

3. How do I log into ePotential?



Log in is through the [CNA Portal](#). Do not go to DEECD to log in (as indicated in the guides).

For more information please refer to the “[How to log into ePotential](#)” document in CEVN.

4. Which survey is appropriate for my staff to complete?

- Classroom Teachers fill out the “Teacher ICT Capabilities Survey”
- Staff in non-teaching roles fill out the “Non-Teaching ICT Capabilities Survey”
- Teachers for whom some ICT learning and teaching activities are not applicable should fill out the “Special Settings Teacher Survey”

Home	My Surveys	Reports	System Admin
Surveys available to be taken			
Survey	Expires	Action	
Non-Teaching ICT Capabilities 2011	Dec 31, 2011	Complete Response	
Special Settings Teacher ICT Capabilities 2011	Dec 31, 2011	Respond	
Teacher ICT Capabilities 2011	Dec 31, 2011	Complete Response	

For more information see the [ePotential User Guides: Taking the Survey](#)

5. Which survey is appropriate for a principal to complete?

If you spend any of your time teaching the “Teacher ICT Capabilities Survey” will be relevant. Otherwise complete the “Non-Teaching ICT Capabilities Survey”.

6. Who has access to my school’s information?

Your teachers can only access their own information.

Principals can only access their own school summative data.

Dioceses can only access aggregated data within their diocese.

7. How do I delegate principal permission to other staff?

State Government Victoria Department of Education and Early Childhood Development ePotential survey

Home My Surveys Reports System Admin User Maintenance

Add User Role

[Back to User Maintenance](#)

Role to assign:

Role Expires:

☒ never

☐ on , 2011

☐ in days


Some principals may wish to give other staff members the role of Principal in ePotential so that they can access information and view reports normally only accessible to the Principal. For more information see the [ePotential User Guides: Delegating Principal Permission](#)

8. How do I restrict staff access to surveys?

By default, all staff have access to all three surveys (Teaching, Non-teaching, and Special Settings). Some principals may wish to restrict staff to only be able to complete particular surveys. The benefits of restricting staff to particular surveys are:

- The Survey Recipients Report will accurately indicate how many staff have completed each survey and how many are yet to complete each survey. This report is accessible by the principal.
- Staff members will not have to decide which report is applicable to their role.

For more information see the [ePotential User Guides: Survey Recipient Report](#)



ePotential survey

Home

My Surveys

Reports

System Admin

Survey Recipients

Role:

Principal of Test School

Survey grouping:

Active

Summary

Survey Name	Responses Not Applicable	Expected Responses	Responses So Far	Percent Of Total
Non-Teaching ICT Capabilities 2011	0	11	0	0
Special Settings Teacher ICT Capabilities 2011	0	11	0	0
Teacher ICT Capabilities 2011	0	11	0	0

Recipients

Recipient Name	Non-Teaching ICT Capabilities 2011		Special Settings Teacher ICT Capabilities 2011		Teacher ICT Capabilities 2011	
	Recipient Status	Response Not Applicable <input type="checkbox"/> Select All	Recipient Status	Response Not Applicable <input type="checkbox"/> Select All	Recipient Status	Response Not Applicable <input type="checkbox"/> Select All
Test Principal 1	not commenced	<input type="checkbox"/>	not commenced	<input checked="" type="checkbox"/>	not commenced	<input checked="" type="checkbox"/>
Test Teacher 1	not commenced	<input checked="" type="checkbox"/>	not commenced	<input checked="" type="checkbox"/>	not commenced	<input type="checkbox"/>
Test Teacher 10	not commenced	<input checked="" type="checkbox"/>	not commenced	<input checked="" type="checkbox"/>	not commenced	<input type="checkbox"/>

9. How do I view survey results for my school?

9.1 Survey Results Report

The Survey Results Report provides principals with the average result in their school for every question in ePotential. Principals can choose to restrict reports to particular cohorts. For example, a principal may wish to only access results for teachers of Health and Physical Education. For more information see the [ePotential User Guides: Survey Results Report](#).



9.2 Key Area Scores Report

The Key Area Scores Report provides principals with results for each of the 7 key areas (Learning and Teaching, Assessment and Reporting, etc.). The results are categorised from Emergent to Innovative and are also displayed as a percentage score. For more information see the [ePotential User Guides: Key Areas Scores Report](#).



9.3 Comparison Report

The Comparison Report allows principals to compare different surveys (eg. 2011 with 2012), compare demographic subsets (roles, years of service, etc) and compare your school against the rest of Catholic Network Australia. For more information see the [ePotential User Guides: Comparison Report](#).



***Note:** A minimum of three staff members must respond before reports can be generated

10. How can the survey results be used?

Teachers will see their results on the continuum and can use the resources within ePotential to assist their own professional development.

The survey results can be used in a whole school approach to celebrate the strengths within your schools ICT capabilities and identify the areas for improvement.

